

Day / Employment Services Amendment to Plan of Service

INSTRUCTIONS

Purpose: This form is to be used to document changes to the current annual Day/Employment Services Plan.

Date of Amendment: Effective date of changes to the Plan of Service.

Name: Print person's full name. Use alternate name in parenthesis if it is the consumer's preference.

Date of Birth: Month/Day/Year

Reason for Amendment: Place an **X** beside item that best describes the nature of the change(s).

The Plan Will Be Amended as Follows: Describe, in detail, the change(s) being made. This section must be specific enough for the reader to understand exactly what is being changed. General statements like "discontinue work goal" or "add Day Activity goal/objective" alone are not specific enough. If adding a goal, the goal must be specified along with the objective/intervention, the method/strategy, and the projected completion date.

Name/Title of Person Completing This Section: Signature and Title of staff person completing amendment.